



TELECOMMUNICATIONS DIVISION

AGENCY TELECOMMUNICATIONS REPRESENTATIVE

BULLETIN 03-09

DATE: September 16, 2003

SUBJECT: STATE INTEGRATED BILLING SYSTEM (SIBS) ADJUSTMENT SHEET

ACTION:

- The chief ATR at agency/department headquarters should ensure this bulletin is provided to all Agency Telecommunications Representatives (ATRs), to Accounts Payable staff who review and pay SIBS invoices, and to others in your department who may be affected by this information.
- Effective immediately, the appropriate agency/department staff must submit a **SIBS "Current Charges" Adjustment Sheet** to the State Controller's Office (SCO) each month there is a "Credit and Adjustment" amount reflected on a SIBS invoice.

BENEFITS:

- The amount a state agency pays each month for SIBS invoices will reflect the correct current charges, because SIBS credits and adjustments will be accurately applied.
- State agencies and the SCO will have a uniform record keeping process to ensure the appropriate application of SIBS credits and adjustments.

KEY POINTS:

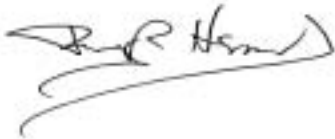
- Effective immediately, State agencies shall submit a completed copy of the attached [SIBS "Current Charges" Adjustment Sheet](#) each month that a SIBS bill includes a "Credits and Adjustments" line item on the first page of the invoice. The form must be included with the remittance statement and claims schedule.
- The **SIBS "Current Charges" Adjustment Sheet** was developed to assist state agencies to apply "Credits & Adjustments" to "Current Charges" in a standard manner. The form can also be found at www.documents.dgs.ca.gov/td/ons/sibsadjustment.pdf
- This process shall be used during the remainder of the CALNET contract. The contract is due to expire December 3, 2005 with three 1-year options to extend. If extensions are granted, the expiration date will change accordingly.
- Any bill adjustments not reflected in the "Credits and Adjustments" line item should follow the formal dispute process ([STD 209](#) Invoice Dispute Notification), as applicable.

BACKGROUND:

The Department of General Services - Telecommunications Division (DGS – TD) coordinated this process with the SCO. It was determined that the “Current Charges” section of the SIBS invoices does not reflect the posting in the “Credits and Adjustments” section of the invoices, which creates issues with the actual dollar amount to be paid by the SCO. The use of the new form should help correct this problem through the end of the current CALNET contract.

To view previous ATR bulletins, refer to the DGS-TD website at <http://www.td.dgs.ca.gov> (click on Network Publications on the right side of the page, then scroll down to the ATR bulletins).

For questions regarding this bulletin, please call Tes Hutchings at (916) 657-9164 (CALNET 437-9164) or contact her at tes.hutchings@dgs.ca.gov. You may also contact your assigned claim auditor at the SCO. For other telecommunications questions, please call the DGS-TD Resource Communications Center at (916) 657-9900 (CALNET 437-9900), and ask to speak to a Customer Account Manager.



BARRY R. HEMPHILL
Deputy Director for Telecommunications

BRH:SB:pcr

Attachment